

SUPERIOR COURT OF ARIZONA - MARICOPA COUNTY
EMPLOYMENT OPPORTUNITY

Employees of the Superior Court, Justice Courts and court departments are employees of the judicial branch. Positions in the court system may be in the classified service subject to the Judicial Merit System Resolution and Rules..

OPEN COMPETITIVE
INTEGRATED FAMILY COURT CASE COORDINATOR
(ADMINISTRATIVE COORDINATOR V)

POSITION IS WITH SUPERIOR COURT – FAMILY COURT ADMINISTRATION
LOCATED AT 101 W. JEFFERSON
SUBJECT TO DURATION OF GRANT FUNDING

RECRUITMENT DATES: Monday, July 31, 2000 - Open Until Filled

SALARY: \$14.70 (range minimum) - \$18.38 (range midpoint) Per Hour

POSITION QUALIFICATIONS: A Bachelor's Degree in Business, Public or Judicial Administration or closely related field and six years of administrative experience relevant to the position. An equivalent combination of education and experience which provides the required knowledge, skills, and abilities may be substituted
Preferred: Knowledge of domestic relations or juvenile law and procedures, training and/or education in caseload management, and experience using the Automated Court System and/or JOLTS system.

ESSENTIAL JOB TASKS: Performs needs assessments in newly filed Family Court cases (those cases identified as having a dissolution, domestic violence issue and either a dependency and/or delinquency). Performs initial identification of anticipated services. Coordinates with the Resource Coordinator and the team to ensure appropriate provision of services. Monitors the case to ensure timely and effective caseload.

SELECTION PROCEDURE: Pursuant to the Judicial Merit System Resolution and Rules, the Maricopa County Human Resources Department performs recruitment, assessment and other personnel functions on behalf of the Court system and its departments. **EDUCATION/EXPERIENCE EVALUATION.** The Human Resources Department reserves the right to admit to the exam process only those candidates who are considered the most highly qualified. Those selected will be scored based on an evaluation of listed education and experience. The hiring authority will interview and select the successful candidate from a list provided by the Human Resources Department.

NOTE TO EMPLOYEES: Unless you are a temporary or unclassified employee, you must have successfully passed initial probation before your application can be considered..

FILING PROCESS: Required County Application Form (3100-049) AND SUPPLEMENT must be received by 5:00 p.m. on the recruitment closing date. Applications and information may be obtained at the Maricopa County Human Resources Department located in Suite 200 of the County Administration Building, 301 West Jefferson, Phoenix, Arizona 85003-2145. Phone: 602-506-3755. Teletypewriter (TAT) 602- 506-1908. RECORDED JOB MESSAGE: 602-506-3329 INTERNAL RECORDED JOB MESSAGE: 602-506-1306

WHAT HAPPENS TO YOUR APPLICATION: Refer to page 4 of the application form for complete information.

IT IS THE POLICY OF THE SUPERIOR COURT OF MARICOPA COUNTY
NOT TO DISCRIMINATE IN EMPLOYMENT OR THE PROVISION OF SERVICES
AN EQUAL OPPORTUNITY EMPLOYER

ANNOUNCEMENT NUMBER: 105977 / KAC, 7a
RECRUITMENT ABBREVIATION CODE: AC5-IFCCC

DATE PUBLISHED: Monday, July 31, 2000

INTEGRATED FAMILY COURT CASE COORDINATOR (Administrative Coordinator V)

PLEASE NOTE: This form does **NOT** replace the information requested on the "Application for Employment." Be sure your application **and** this supplement are **both** accurate and complete. Information provided on this supplement may be used to determine your eligibility for this position. **FAILURE TO SUBMIT THIS FORM ALONG WITH YOUR APPLICATION MATERIALS MAY DISQUALIFY YOU FROM FURTHER CONSIDERATION FOR THIS POSITION!**

1. Do you have experience or background in domestic relations or juvenile law and procedures? If yes, please describe your experience. ☐ YES ☐ NO ___ #yrs

2. Do you have training or education in casflow management? If yes, list the courses you have taken or describe your educational background. ☐ YES ☐ NO ___ #yrs

3. Do you have experience working with the following:

a) Automated Court System ☐ YES ☐ NO ___ #yrs

b) JOLTS System ☐ YES ☐ NO ___ #yrs

Please list other software with which you are proficient.